



## KNB Litter Cleanup Safety Procedures

A responsible adult must accompany and directly supervise any child under 18 or send a permission form with child. **Make sure your volunteers notify you if an accident occurs, if you see unsafe behavior, or have a concern of any kind.** Group Leaders are to report any accidents to Keep Norfolk Beautiful (757-441-1347). **All participants must be notified they are volunteering at their own risk and must sign the volunteer safety waiver.**

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### To conduct a safe clean-up, **DO**:

- ☐ Inform all volunteers of the following “Do’s and Do Not’s.”
- ☐ Dress comfortably and appropriately.
- ☐ Wear thick-soled, close-toe shoes; no sandals.
- ☐ Use work gloves.
- ☐ Wear a safety vest if cleaning roads with a 35mph or more speed limits.
- ☐ Use proper body mechanics when bending, reaching and lifting - bend with your knees
- ☐ Work during daylight hours and in fair weather (no thunderstorms).
- ☐ Provide adult supervision for volunteers less than 18 years of age. Maintain a proper child: adult ratio.
- ☐ Pick up litter only from curb line to private property line.
- ☐ Make participants aware of possible contact with poisonous plants, bees, biting insects, suspicious looking bottles or devices, etc. Stay alert and avoid them.
- ☐ Drink plenty of fluids and take breaks as needed.
- ☐ In case of emergency, have Band-Aids and cell phone available.

### To protect yourself and others, **DO NOT**:

- ☐ Squeeze or step on bags to make room for more trash.
- ☐ Pick up syringes or hypodermic needles with bare hands. If comfortable, wearing gloves, an adult should pick up a needle with a pair of pliers or similar device; drop the needle in a hard-wall container such as a metal can or plastic bottle. Seal the container and place in the trash. *(As instructed by the Norfolk Health Department.)*
- ☐ Disrupt homeless settlements. Please contact the Office to End Homelessness at 757-664-4488.
- ☐ Pick up materials that appear to be hazardous or dangerous. Report graffiti, dumping or spills to the Norfolk Cares Line at 664-6510.
- ☐ Although very rare, “bottle bombs” made of plastic bottles do exist. If a suspicious bottle is found, back away from it at least 100 feet, prevent any other individuals from entering the area, and cease your cleanup. Be sure to *call 911 to inform the police of what you’ve found and where you’ve found it.*
- ☐ Pick up weapons or bullet casings. If found, call the non-emergency number 757-441-5610
- ☐ Pick up trash that is too close to the roadway or on construction sites or bridges.
- ☐ Work during peak travel times, darkness or inclement weather.
- ☐ Use power tools such as lawn mowers, tractors, chainsaws, etc.
- ☐ Volunteer under the influence of alcohol or drugs.
- ☐ Clean medians.